

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-55  
AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-047A**

**Command Program Support Specialist  
(Community Relations)  
R8360000  
GS-0340-11  
\$52,708 - \$68,521 pa**

**ANNOUNCEMENT DATE: 8 February 2005  
CLOSING DATE: 1 March 2005**

**SELECTING OFFICIAL: Director – Executive Services**

**APPOINTMENT FEATURES: Excepted Service  
Officer Grade/Warrant Officer Grade**

**POSITION LOCATION: Executive Services – JFHQ, Sacramento, CA**

**THIS IS AN INDEFINITE POSITION**

**SELECTEE MAY BE NONCOMPETITIVELY CONVERTED TO PERMANENT STATUS IF/WHEN FUNDING BECOMES AVAILABLE.**

**RECRUITMENT/RELOCATION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE AUTHORIZED.**

This position is located at the JFHQ and serves as a program coordinator for Community Relations. Primary responsibilities include monitoring the implementation and execution of various Army National Guard (ARNG) programs and assisting in matters inherent to Executive Services operations.

**1. AREA OF CONSIDERATION:** Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: OFFICER GRADE O-1 THROUGH O-3. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE O-1 THROUGH O-3 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE**

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**MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Supervisory, managerial, professional or technical work experience and/or training which has provided a knowledge of management principles, practices, methods and techniques.

b. **Specialized:** Must have 36 months experience in analyzing programs, identifying significant factors, gathering pertinent data and recognizing solutions; experience in preparing reports, plans, policies and various correspondence; experience which demonstrated the ability to interact with a variety of groups and/or individuals (working with Federal and State officials and their staff); experience which required the applicant to evaluate objectives and develop plans to facilitate the availability and effective utilization of various resources to include conference events with elected officials and their staff); experience which provided knowledge of the organization and its' mission and involved utilization of the organizational staff procedures.

**DESIRABLE: COLLEGE DEGREE IN MEDIA/PUBLIC RELATIONS; PUBLIC AFFAIRS/MEDIA EXPERIENCE AT SENIOR COMMAND LEVEL.**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

c. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of the work of the position (i.e., management, business administration, oral communications, accounting, economics, etc.

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of procedures to analyze problems, to identify significant factors, gather pertinent data and recognize solutions.
- b. Ability to write reports, policies, briefings and various correspondence.
- c. Ability to communicate with groups and individuals.
- d. Ability to develop plans and organize work within an organization to facilitate the availability of various resources.
- e. Knowledge of organizational structures.

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**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN O: BRANCH IMM.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUMEEMPLOYMENT; OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.**